New Hire Workflow & Resources

Last Modified on 07/10/2026 10:57 am PDT

DVM Onboarding Checklist

Step-by-step checklist to guide what's needed for a new hire's first day and week.

New Hire DVM Checklist 2026.pdf

Scrubs Benefit Policy

Welcome to the Team Printable Poster.pdf

Full Cycle Hiring and Onboarding SOP

Outlines the full hiring process from posting a requisition through onboarding, including task owners and timelines.

DVM Onboarding SOP.pdf

Entering and Maintaining Licensing Information in Paycom

Instructions on how and when to enter, update, and manage license details in Paycom for compliance and tracking.

Licensing Info SOP Paycom.pdf

Hospital Website Updates

To ensure prioritized and timely updates, please submit a Support Ticket for all website changes.

- **Update Team Member Bios or Headshots:** Submit a Marketing Support Ticket.
- **Hospital Website Operational Updates:** Submit a Marketing Support Ticket. Tickets go directly to our marketing agency for the fastest resolution. Please allow 4 business days before following up. (Examples: hours of operation, Care Companion Plans, service offerings, etc.)
- **Other Marketing Needs:** For all other requests, please contact Jenni Jones directly.

We appreciate your continued partnership as we build a long-term marketing support model for our community of practices.